



Reporting and FECFile Webinars for Candidate Committees

January 22, 2025



FEDERAL ELECTION COMMISSION

Administering and Enforcing Federal Election Laws

FECFILE
Electronic Filing Software

Federal Election Commission 2024 Year-End Reporting Webinar for Candidate Committees

January 22, 2025 (12:00 - 2:00 p.m. Eastern Time)

PART I: Reporting Basics

- Filing schedule and report deadlines
- 2024 Year-End Report
 - ◇ **EXAMPLE:** Post-Election Detailed Summary Page
- Filing on time
- Electronic filing
- Using best efforts for timely filing
- Best practices for filing reports

PART II: Reports Analysis Division (RAD) Review Process and Requests for Additional Information (RFAs)

- RAD review of reports
- Categories of review
- Responding to RFAs
- Referrals to the Audit Division, General Counsel and Alternative Dispute Resolution Offices
- Internal and fraud controls

PART III: FEC Forms and Schedules

- Candidate registration (FEC Form 2)
- Committee registration (FEC Form 1)
- Report of Receipts and Disbursements (FEC Form 3)
 - ◇ Summary / Detailed Summary pages and common itemization schedules
 - ◇ Reporting receipts
 - ◇ Making best efforts to obtain contributor information
 - ◇ How to amend report
 - ◇ Reporting disbursements
 - ◇ Purpose of disbursement

PART IV: Reporting Scenarios

- **SCENARIO 1:** Earmarked Contributions
- **SCENARIO 2:** Net Debts Outstanding
- **SCENARIO 3:** Terminating a Committee
- **SCENARIO 4:** Candidate Loans
 - ◇ Personal funds loan
 - ◇ Candidate loan forgiveness



FEDERAL ELECTION COMMISSION 2024 WEBINAR SERIES